



Ina Minjarez

TEXAS HOUSE OF REPRESENTATIVES
DISTRICT 124

FALL INTERN (UNPAID) - CAPITOL OFFICE

State Representative Ina Minjarez is seeking highly motivated and energetic applicants for a part-time unpaid Fall internship position in our Capitol Office, **beginning the week of September 16th**. This is a great opportunity to set your foot in the door at the Texas Capitol, especially if you would like to work the 87th Legislative Session in 2021.

WHO YOU ARE...

- ✓ Currently enrolled as an undergraduate, graduate student or just graduated college;
- ✓ Express an interest in serving our community;
- ✓ Work well with others as a team in a close office environment;
- ✓ Possess strong research and writing skills;
- ✓ Have excellent communication skills;
- ✓ Familiar with standard Microsoft Office suite programs;
- ✓ Ambitious and ready to learn!

THIS POSITION WILL ASSIST WITH...

- Answering phones, general clerical duties and data entry;
- Providing support with community outreach, event planning, and communications;
- Policy development and research;
- Preparing casework for interim briefings and hearings;
- Attending public events, receptions, and networking opportunities;
- Performing other administrative tasks and duties as directed.

TO APPLY:

Interested candidates should attach a one-page resume and in the body of the e-mail let us know why you would be a good fit on our team with your school schedule/availability. Additionally, please list at least two references with the subject line "Capitol Office Internship" to Chief of Staff: nar.dorrycott@house.texas.gov.

The House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.